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POLICE DEPARTMENT**

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Automated Timekeeping System Procedures

AMENDS

REFERENCE

Personnel Policy and Benefit Manual and the Automated Timekeeping System User's Manual

RESCINDS

Procedural Instruction 95-7 and 95-7A
Special Order 99-2

I. PURPOSE

To re-establish policies and guidelines for proper maintenance of the automated timekeeping system.

II. POLICY

- A. The supervisor/commander of each element and/or shift shall assume responsibility for administering the time records of all members of the element/shift, and shall appoint a designated timekeeper and at least one alternate timekeeper. The timekeeper shall be trained in the maintenance and use of the system.
- B. The designated timekeeper, in addition to regular duty assignments, shall be responsible for the efficient and accurate maintenance and use of time records for each member assigned to that particular element/shift. All time records shall be maintained in accordance with this Procedural Instruction, the Automated Timekeeping System On-Line "Help," and the Personnel Policy and Benefit Manual. All timekeepers shall maintain current copies of these directives.
- C. The designated and alternate timekeepers shall be specified on the Monthly Assignment Roster. In the absence of the designated timekeeper, an alternate timekeeper shall assume the duties and responsibilities of the designated timekeeper.
- D. Designated and alternate timekeepers shall select a password to be used with the system and shall maintain the integrity of their password. Unauthorized release and/or use of a password may result in disciplinary action. (Reference Automated Timekeeping System On-Line "Help" for selection and maintenance of passwords.)
- E. Timekeepers shall **daily** review and enter timekeeping data. The "daily timekeeping entry" format shall be used for entry of exceptions to members' expected work records. **In addition**, timekeepers shall enter the required "descriptive information" depending on the type of leave authorized. (Reference Automated Timekeeping System On-Line "Help" for daily timekeeping and descriptive information entry.)

1. Timekeepers shall have access to the **previous and current day's expected work records** for each member assigned to their particular element/shift. On each Monday, timekeepers shall also have the capability of updating members' expected work records for the preceding **Friday, Saturday, and Sunday**. On Tuesday, following a Monday Holiday, timekeepers shall have the capability of updating members' expected work records for the preceding Friday, Saturday, Sunday, and **Monday**.
 2. Timekeepers will attempt to enter exception entries to members' expected work records **within four hours after the start of their shift**. Entries for other automated timekeeping formats should be entered as they are reported.
- F. The Computer Services Unit shall forward a work period verification report (prepared for each element and each member within the element) to each division commander during the week following the end of each work period.
- G. The Personnel Records Section has inquiry capabilities on all members. The Personnel Records Section shall process all inquiries on members considered for promotion or reassignment. Department members requesting timekeeping data from another element shall complete a Form 191 P.D., detailing the data needed, and forward it through the division level chain of command to the Personnel Records Section.
- * H. The Personnel Records Section shall transfer computerized time records to new assignments. Prior to a member's transfer, the relinquishing division commander shall review, verify, and ensure all entries for the work period are correct. All advanced leave must be deleted by the relinquishing (old) element prior to the date of transfer of a member. Timekeepers and supervisors must monitor work time and R-days to ensure all members moving in and out of the 10-hour work plan have the appropriate 80 hours of work time for each pay period.
- I. Division commanders may request appointment of new or additional timekeepers as needed. A Form 191 P.D. requesting a specific member be appointed as a designated or alternate timekeeper shall be submitted through the division level chain of command to the Personnel Records Section. Upon receipt of the Form 191 P.D., Personnel Records Section personnel shall contact the respective member's division commander to set a mutually convenient date and time for training and obtainment of a password. Access to the system shall automatically be terminated upon the transfer of a designated or alternate timekeeper.
- J. The Personnel Records Section enters new timekeeper information into the computer system.

- K. The Personnel Records Section shall be contacted to resolve any questions or problems that may arise regarding the system.

III. PROCEDURE

Timekeepers will access the Automated Timekeeping system utilizing the "/FOR TIMEKEEP" format. The remainder of this directive has been arranged in annexes to address the various areas of concern pertinent to the use of the system. Members shall follow the policies and procedures outlined herein.

- Annex A - Definition of Terms
- Annex B - Timekeeping Codes and Entries
- Annex C - Court Time Voucher, Form 54 P.D., and Court Time Entry
- Annex D - Overtime Voucher - Other than Court Time, Form 55 P.D., and Overtime Entry
- Annex E - Court and Overtime Pay Request Verification Report, Form 56 P.D.
- Annex F - Source Documentation

Richard D. Easley
Chief of Police

Adopted by the Board of Police Commissioners this _____ of _____ 2003.

Dr. Stacey Daniels-Young
President

DISTRIBUTION: All Department Personnel
Department Element Manuals
Post on all bulletin boards for two weeks.

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DEFINITION OF TERMS

In order to understand the fundamental processes of the automated timekeeping system, each member should become familiar with the following terminology:

- A. **Court Time**. Overtime incurred for required attendance at trials, pre-trial conferences, hearings, coroner inquests, or any other session that directly relates to the performance of a department member for judicial purposes.
- B. **Exception Entry**. Any change made to a member's expected work record.
 - 1. The Daily Exception Entry Sheet, Form 469 P.D., is the source document for all elements **except** the Patrol Bureau.
 - 2. The Daily Assignment/Exception Entry Sheet, Form 469A P.D., is the source document for Patrol Bureau personnel.
 - * 3. The Daily Personnel Assignment Report – Communications Unit, Form 469B P.D., is the source document for the Communications Unit.
 - * 4. The Daily Personnel Assignment Report, form 5268 P.D., is the source document for the Communications Unit.
- * C. **Exempt**. In accordance with department policy, **all compensable overtime hours worked** can be taken as either overtime pay at a rate of 1½ X or compensatory time off at a rate of 1½ X at the discretion of management.
 - * 1. A list of civilian members (exempt) by class code and title will be maintained on file in the Benefits Section.
 - * 2. A list of law enforcement members (exempt) will consist of all members with the rank of Sergeant and Police Officer and will be maintained on file in the Benefits Section.
- * D. **Exempt-Managerial**. All approved overtime hours worked **must be taken** as compensatory time off at a rate of 1½ X.
 - * 1. A list of civilian members (exempt-managerial) by class code and title will be maintained on file in the Benefits Section.
 - 2. Law enforcement members (exempt-managerial) will consist of all members with the rank of Captain or above.
- E. **Expected Work Record**. A pre-assigned work schedule for the entire work period or work year for each member, as generated by the automated timekeeping system.

- * F. **Non-Exempt.** In accordance with the Fair Labor Standards Act, all approved overtime hours worked can be taken as either overtime pay at a rate of 1½ X or compensatory time off at a rate of 1½ X at the discretion of management.
- * 1. A list of civilian members (non-exempt) by class code and title will be maintained on file in the Benefits Section.
- * 2. Law enforcement members (non-exempt) will consist of all members with the rank of:
- a. Police Officer assigned to the Patrol Bureau (excluding the Bureau Office, all Patrol Division Offices, and the Special Operations Division Office).
 - b. Police Officer or title of Detective assigned to the Investigations Bureau (excluding the Bureau Office).
 - c. Police Officer with the title of Investigator.
 - d. Police Officer or title of Detective assigned to the Intelligence Unit.
 - e. Mayor's Security.
- G. **Overtime.** Department work time shall be regarded as overtime, whether paid or compensatory time, when it occurs on a scheduled day off or exceeds the total number of hours included in a regular tour of duty. **Exception:** The eight hours or less worked on a holiday will not be considered overtime.
- H. **Source Document.** Department forms, letters, and memorandums used for supporting exception entries (authorization of leave or documentation of absences).
- * I. **Suspension**
- * 1. **Paid Suspension.** A suspension with pay, allowances, and benefits of any member, sworn or non-sworn, who has been temporarily relieved of duty and vested police authority pending investigation.
- * 2. **Unpaid Suspension.** A suspension without pay and allowances of any member, sworn or non-sworn, who has been temporarily relieved of duty and vested police authority, and who has been disciplined in accordance with Policy 312, Disciplinary Actions, who is charged in a criminal proceeding, or who is pending a termination proceeding before the Board of Police Commissioners.
- J. **Tour of Duty.** A period of time that elapses between the beginning and the conclusion of the regular hours of assignment, when a member is regularly scheduled to be on duty or stationed at a prescribed place.

- K. **Two-Week Pay Period.** A fixed and regularly recurring period of time consisting of 14, consecutive, 24-hour periods beginning at 0001 hours on a specified Sunday and ending at 2400 hours on the following second Saturday.
- * L. **Workday.** For members assigned to elements using an eight-hour work plan, a workday is considered to be a 24-hour period of time that starts eight hours before the scheduled tour of duty. For members assigned to elements using a 10-hour work plan, a workday is considered to be a 24-hour period of time that starts seven hours before the scheduled tour of duty. Any timekeeping entry will be made using the calendar date of the actual workday.
- M. **Work Period.** A fixed and regularly recurring period of time consisting of 28 consecutive days beginning at 0001 hours on a specified Sunday and ending at 2400 hours on the following fourth Saturday.
- N. **Workweek.** A fixed and regularly recurring period of time consisting of seven, consecutive, 24-hour periods beginning at 0001 hours on a specified Sunday and ending at 2400 hours on the following Saturday.
- O. **Work Year.** An established and recurring period of time consisting of 364 consecutive days beginning at 0001 hours on a specified Sunday and ending at 2400 hours on the following 52nd Saturday.

TIMEKEEPING CODES AND ENTRIES

- * A. **Absent Day.** (A) Denotes an unexcused absence for which salary is forfeited.

An A-Day is entered **pending disposition** of the immediate supervisor's recommendation on the Incident Report, Form 387 P.D. On final disposition, the entry may be changed by the Personnel Records Section to denote another code or may remain an A-Day. The initiating supervisor/commander will also complete a Disposition of Time Lost (Dock Slip), Form 6 P.D., and attach it to the Form 387 P.D. Upon final disposition of the recommended disciplinary action and approval by the Bureau Commander, the Form 6 P.D. will be forwarded to the Personnel Records Section for processing or voiding.

NOTE: The Chief of Police will approve A-Days when they are used in connection with recommendations for termination.

The source document for an A-Day is the Disposition of Time Lost (Dock Slip), Form 6 P.D. The source document for entry of an A-Day is the Daily Exception Entry Sheet, Form 469 P.D., the Daily Assignment/Exception Entry Sheet, Form 469A P.D., or the Daily Personnel Assignment Report – Communications Unit, Form 469B P.D. A "descriptive information" entry must also be made.

- * B. **Educational Initiative.** (Z) Denotes an excused absence with pay for educational development. Members are eligible for up to eight hours of paid leave each calendar year to participate in or attend any school function relating to educational development. Educational Initiative leave may be taken in one (1) hour increments.

The source document for entry of a Z-Day is Form 469 P.D., Form 469A P.D., or Form 469B P.D. (Reference current Personnel Policy entitled, "Educational Initiative.")

- * C. **Extra Day.** (E) Denotes an excused absence with pay, for special recognition, for highly commendable performance, or in conjunction with successful performance in the Aerobics Program. When a member is awarded an E -Day, they will receive eight hours for each day earned.

All E-Days earned will be entered by Personnel Records Section personnel. Members will not schedule or take an E-Day(s) until it has been entered into the system. Any E-Day(s) not taken within six months after being earned will be forfeited.

An E-Day may be taken in one (1) hour increments; however, if a member under the 10-hour plan schedules an E-Day, the day may only be taken in conjunction with compensatory, personal leave, or vacation time, i.e., "E8/O2," "E8/Y2," "E8/V2."

The source document for entry of an E-Day(s) taken is Form 469 P.D., Form 469A P.D., or Form 469B P.D. (Reference current Personnel Policy entitled, "Extra Days.")

- * D. **Family and Medical Leave.** (F) Denotes Family and Medical Leave. Family and Medical Leave taken for a qualifying family member is entered with the (F) notation first. Family and Medical Leave taken for self will be entered with the (F) notation last. Any leave taken as Family and Medical Leave may be taken in one (1) hour increments **except** Holidays.

The source document for entry of Family and Medical Leave is Form 469 P.D., Form 469A P.D., or Form 469B P.D., and Application for Leave, Form 1 P.D. A "descriptive information" entry must be made. (Reference current Personnel Policy entitled, "Family and Medical Leave.")

- * E. **Funeral Leave.** (D) Denotes an excused absence with pay for members in regard to the death of a family member or friend, approved in advance by the immediate supervisor and commander.

The source document for entry of a D-Day is Form 469 P.D., Form 469A P.D., or Form 469B P.D. (Reference current Personnel Policy entitled, "Funeral Leave.")

- F. **Holiday.** (H) Denotes a holiday. Holidays will be entered by the Computer Services Unit at the beginning of each calendar year. Holiday time may be used in accordance with the "Family and Medical Leave" policy. Holiday compensation is not governed under the provisions of the Fair Labor Standards Act (FLSA) and will be administered in the following manner:

1. Law enforcement members compensated at the rank of Captain or above.

Members working a holiday will be granted eight hours of holiday compensation time and will complete an Overtime Voucher - Other Than Court Time, Form 55 P.D., to receive holiday compensation time.

2. Law enforcement members assigned to administrative positions.

Members **required** to work on a holiday shall be eligible to receive eight hours holiday pay (in addition to their regular salary) computed at straight-time hourly rates in effect on the day of the holiday, or shall be granted eight hours holiday compensation time, determined in advance at the discretion of management. The member will complete a Form 55 P.D. to receive holiday pay or holiday compensation time. For the member to receive holiday pay, the timekeeper will make a copy of the Form 55 P.D. to retain as the source document and forward the original to the Payroll Section.

3. Civilian members having management authority and responsibility for a recognized department element.

Members working a holiday will be granted eight hours of holiday compensation time and will complete a Form 55 P.D. to receive holiday compensation time.

4. All other law enforcement members and non-sworn members in the Communications Unit and the Crime Scene Investigation Section.

Members will receive eight hours holiday pay (in addition to their regular salary) computed at straight-time hourly rates in effect on the day of the holiday.

5. All Other Civilian Members

Members required to work on a holiday shall be eligible to receive eight hours holiday pay (in addition to their regular salary) computed at straight-time hourly rates in effect on the day of the holiday, or shall be granted eight hours holiday compensation time, determined in advance at the discretion of management. The member will complete a Form 55 P.D. to receive holiday pay or holiday compensation time. For the member to receive holiday pay, the timekeeper will make a copy of the Form 55 P.D. to retain as the source document and forward the original to the Payroll Section.

- * 6. Members scheduled to work the holiday, but who are unable to work due to an illness or off-duty related injury shall have the day recorded as an H-Day rather than an S-Day when under the eight-hour plan. Members under the 10-hour plan shall have the day recorded as "H8/S2." The member will not receive holiday pay.
7. Members who have an R-Day fall on an H-Day shall move the H-Day, either forward or backward. The H-Day shall be moved at the member's discretion, subject to supervisory approval. The H-Day must be utilized up to four weeks prior to or within three work periods (84 days) following the holiday.
- * 8. Any member working in excess of their regular hours of assignment, whether working an eight or 10-hour schedule on a holiday, will enter the hours as overtime.

The source document for switching holidays with workdays is the Form 469 P.D., Form 469A P.D., or Form 469B P.D. The source document for entry of holiday pay or compensation time is the Form 55 P.D. (Reference current Personnel Policy entitled, "Holiday Compensation.")

- G. **Injury Leave.** (I) Denotes an excused absence with pay when a member is necessarily and reasonably absent from work because of a compensable **duty-related injury** or illness. Injury leave is not charged against sick leave.

Example: When a member is on duty and becomes injured, the timekeeper's exception entry will denote an (I) entry with the number of hours **remaining** in the member's tour of duty. (Example: A member is injured two hours before the end of their tour of duty. The timekeeper's exception entry to the "Daily Timekeeping Entry" format would appear "CD=I, HR=02.")

The source document for entry of I-Day is the Injury Report, Form 314 P.D. A "descriptive information" entry must be made. (Reference current Personnel Policy entitled, "Injury Leave.")

- H. **Leave Without Pay.** (L) Denotes an approved temporary absence from duty for which a member is not paid. Leave Without Pay may be taken in one (1) hour increments.

Valid reasons for Leave Without Pay may include a religious holiday, attending a school which is not department sponsored, lack of sick leave, extended convalescence for a member who has used all paid leave, serious illness in the family, outside employment beneficial to the department, or when there is a reasonable expectation the member will return to duty at the end of the approved absence.

The source document for entry of an L-Day (regardless of the amount of time used) is the Application for Leave, Form 1 P.D. A "descriptive information" entry must be made. (Reference current Personnel Policy entitled, "Leave Without Pay.")

- * I. **Limited Duty Day.** (LD) Denotes a member is able to work; however, the member has a physical and/or psychological condition, diagnosed by the department medical staff or family physician, which prevents or restricts the member from performing the duties of their job classification or assignment.

The source document for entry of an LD-Day is Form 469 P.D., Form 469A P.D., or Form 469B P.D. (Reference current Personnel Policy entitled, "Limited Duty.")

- * J. **Military Leave.** (ML) Denotes an excused absence with pay for military commitment approved in advance.

A member of the National Guard or any reserve component of the Armed Forces of the United States, including members of the Individual Ready Reserve (I.R.R.), shall be granted Military Leave up to 15 regularly scheduled workdays/120 hours per Federal fiscal year (October 1 to September 30) with pay for the purpose of engaging in military duty or training. Military Leave may be granted in hourly increments. Any additional time necessary to complete military requirements, **except** when activated by the Governor, shall be in a non-pay status, unless granted upon the member's request as vacation leave, regular days, extra days, personal days, and/or compensatory time.

The source document for entry of an ML-Day is the Form 1 P.D. (Reference current Personnel Policy entitled, "Military Leave.")

- * K. **Overtime Day.** (O) Denotes compensatory time off with pay. Compensatory time may be taken in one (1) hour increments.

This code is used when a member elects to use earned compensatory time off. Compensatory time may be accumulated up to 60 hours and carried over to the subsequent calendar year.

Sworn members with the rank of Captain and above and civilian managers, directors, and supervisors who have responsibility for a unit or division may accrue up to 120 hours.

The source document for entry of an O-Day is Form 469 P.D., Form 469A P.D., or Form 469B P.D. (Reference current Personnel Policy entitled, "Overtime/Court Time Compensation.")

- * L. **Paid Leave.** (EX) Denotes when a member is relieved of duty (in connection with the Firearms Policy) or an excused absence with pay previously approved and scheduled. The code may indicate paid leave authorized and approved by the division commander. EX time may be given in one (1) hour increments.

The source document for entry of an EX-Day is Form 469 P.D., Form 469A P.D., or Form 469B P.D. A "descriptive information" entry must be made. (Reference Procedural Instruction entitled, "Firearms Policy.")

- * M. **Paid Suspension.** (PX) Denotes an excused absence with pay when a member is suspended pending further investigation.

The source document for entry of a PX-Day is a copy of the suspension notification letter.

- * N. **Personal Leave.** (Y) Denotes an excused absence with pay. Each member may convert a maximum of 16 hours of sick leave per calendar year for use as Personal Leave time. Personal Leave time may be taken in one (1) hour increments.

The source document for a Y-Day is Form 469 P.D., Form 469A P.D., or Form 469B P.D. (Reference current Personnel Policy entitled, "Personal Leave Days.")

- * O. **Regular Day Off.** (R) Denotes a 24-hour period in which a member is not scheduled to report for duty. Regular days off are normally granted at the rate of 104 per work year for an eight-hour plan and 156 per work year for a 10-hour plan.

The timekeeping system transaction, "Regular Day Summary," will not necessarily reflect an accurate sum of R-Days for those members having been assigned to both an eight-hour and 10-hour work plan in the course of the same work year.

Upon a member's transfer to a different days-off group or assignment, timekeepers will enter the new days-off group information and effective date. **Timekeepers in elements not assigned to a days-off group will be required to enter R-days for each member at the start of each work period.**

The source document for switching an R-Day for a workday or switching a workday for an R-day is Form 469 P.D., Form 469A P.D., or Form 469B P.D. (Reference current Personnel Policy entitled, "Regular Days Off" and the Automated Timekeeping System On-Line "Help," for maintenance of days-off group numbers.) All movement of R-Days will be in accordance with current Personnel Policy entitled, "Regular Days Off."

- * P. **Sick Leave.** (S) Denotes an excused absence with pay when a member is unable to report for duty because of a legitimate illness or non-duty related injury or disability. Each full hour of sick leave taken will be deducted from accumulated sick leave.

When a member uses sick leave for Family and Medical Leave for their own serious health condition or for pregnancy, the leave will be entered as "SF," and a descriptive entry will be required. If the leave is taken to care for a spouse, child, or parent with a serious health condition or for a father due to the birth of a child, the leave will be entered as "FS." A descriptive entry will not be required.

The source document for entering sick leave is Form 469 P.D., Form 469A P.D., or Form 469B P.D. This entry must be made within three days of the member's sick leave occurrence date. The descriptive sick leave entry requires updating when the member returns to duty and must be made within three days of the member's return to duty date.

Q. **Special Assignment.** (SA) Denotes work performed, other than receiving in-service training, within the department but at a place other than the member's regular assignment. Special assignments may be designated in the timekeeping system in one (1) hour increments.

1. If a member is scheduled for special assignment for only part of a day, the exception entry code will reflect, in **hourly** increments, the special assignment. The timekeeper, upon updating the "descriptive information" entry, will denote the **actual** amount of time the member spent on special assignment (a member is required to work their regular assignment for time not spent on special assignment, unless otherwise specified and approved by their immediate supervisor/commander).
- * 2. If a member is assigned to a special assignment that is scheduled for 28 days or less, the member's immediate supervisor/commander shall provide the timekeeper with a Form 469 P.D., Form 469A P.D., or Form 469B P.D., indicating the beginning and concluding dates of the special assignment.
 - a. The timekeeper assigned to the member's regular unit will utilize the "advanced leave entry" format and enter all special assignment days for the period involved prior to the member's transfer.
 - b. The supervisor/commander of the element where the special assignment occurs will contact the member's regular supervisor/commander to report all exception entries for the duration of the special assignment.
 - c. The member's regularly assigned supervisor/commander shall prepare and maintain all source documents for exception entries that occur during the special assignment.
- * 3. When a member's special assignment is scheduled to extend beyond a 28-day period, the member's immediate supervisor/commander will complete and forward a Form 191 P.D. through the chain of command to the Personnel Records Section, requesting the member's computerized time record be forwarded to the element where the special assignment will occur.
 - * a. The timekeeper assigned to the member's regular unit will remove any advanced leave prior to the transfer of the time record to the special assignment.
 - b. Upon transfer, the timekeeper of the element where the special assignment occurs will maintain the member's time record during the special assignment.

- c. The supervisor/commander of the special assignment element shall complete and forward, to their timekeeper, any source document required for an exception entry for the member on special assignment. Prior to completion of the special assignment, the supervisor/commander will also complete and forward a Form 191 P.D. requesting the member's time record be returned to their original assignment.

*** 4. Prior to the beginning or conclusion of a special assignment, the immediate supervisor/commander of the respective element shall review and verify the member's time record.**

The source document for entry of an SA-Day is Form 469 P.D., Form 469A P.D., or Form 469B P.D. A "descriptive information" entry must also be made.

- * R. Special Duty.** (SD) Denotes work performed away from the department and not subject to immediate supervision by a department member, e.g., extradition of a prisoner, jury duty, etc. Special Duty may be designated in the timekeeping system in one (1) hour increments.

NOTE: Outside training will no longer be designated in this category. See Training (T) in this annex for more information.

If a member is scheduled for special duty for part of a day, the exception entry code will reflect special duty. The timekeeper, upon updating the "descriptive information" entry, will denote the actual time spent on special duty (a member is required to work their regular assignment for time not spent on special duty, unless otherwise specified and approved by their immediate supervisor/commander).

The source document for entry of an SD-Day is Form 469 P.D., Form 469A P.D., or Form 469B P.D. A "descriptive information" entry must also be made.

- * S. Suspension Day.** (X) Denotes that a member has been suspended from duty without pay. If an on-duty member is immediately suspended pending further investigation, the day will be recorded as a PX-Day. All subsequent suspension days will be recorded as PX-Days until such time the suspension is a result of one of the following:

1. Being disciplined in accordance with Policy 312, Disciplinary Actions,
2. Being charged in a criminal proceeding, or
3. Pending a termination proceeding before the Board of Police Commissioners.

The source document for entry of an X-Day(s) is a copy of the suspension notification letter. (Reference current Personnel Policies entitled, "Disciplinary Action" and "Suspension of Members.")

- * T. **Training**. (T) Denotes members assigned to attend department approved on-duty training, i.e., in-service training, out of town training, seminars, etc. Training may be designated in the timekeeping system in one (1) hour increments. If a member is scheduled for training for part of a day, the exception entry code will reflect the training. The timekeeper will denote the actual amount of time the member spent in training along with the "descriptive information" in the computerized Training System.

NOTE: Descriptive information is not required for training in the Timekeeping System. (A member is required to work their regular assignment for time not spent in training, unless otherwise specified and approved by their immediate supervisor/commander.)

The source document for entry of a T-Day is the Form 469 P.D., Form 469A P.D., or Form 469B P.D., and Form 94 P.D. for the "descriptive information" entry that must be made in the Training System.

- * U. **Vacation Leave**. (V) Denotes earned vacation leave. Vacation leave shall be granted based on the number of continuous years of service a member has worked. Vacation leave may be taken in one (1) hour increments.

The source document for entry of **three or less** vacation days is Form 469 P.D., Form 469A P.D., or Form 469B P.D. The source document for entry of **four or more** vacation days is the Application for Leave, Form 1 P.D. (Reference current Personnel Policy entitled, "Vacation Leave.")

COURT TIME VOUCHER, FORM 54 P.D., AND COURT TIME ENTRY

I. COURT TIME VOUCHER, FORM 54 P.D.

- A. On each day when a member is required to attend a duty-related court session during non-duty hours, the member will complete a Court Time Voucher, Form 54 P.D., in black ink (subject to the provisions outlined in Personnel Policy entitled, "Overtime/Court Time Compensation").
1. The date of occurrence (workday), occurrence number, member's name, serial number, assignment, rank, and regular hours of assignment will be completed by the member submitting the Form 54 P.D.
 2. The day on which the court time took place (e.g., scheduled workday, day off, V-Day, or special assignment), will be checked by the member submitting the Form 54 P.D. If the member is on special assignment, the hours of the special assignment will be entered in the appropriate spaces.
 3. The member will complete all information regarding the court session(s) attended: courtroom/division, judge's last name, defendant's last name (only list one defendant's name if there is more than one), and **actual time spent in court** (beginning and ending times of court session).
 4. All court sessions for which court time is authorized will be recorded in sequential order.
 - a. Two court sessions occurring **on the same day** will be recorded on one Form 54 P.D. in the spaces provided.
 - b. When three or more court sessions occur on the same day, the third and subsequent sessions will be recorded on separate Forms 54 P.D. and stapled to the first.
 5. Exempt and nonexempt members will check either the "Paid Overtime" box or the "Compensatory Time" box. This determination will be made in advance at the discretion of management.

Exempt-Managerial members will check the "Compensatory Time" box.

6. The member will sign and date the Form 54 P.D. and submit it to their immediate supervisor/commander.
 7. The immediate supervisor/commander will ensure that each Form 54 P.D. is complete and accurate and, upon approval, will forward the voucher to the timekeeper.
- B. A member on special assignment for less than 28 days who attends court (not on duty) will complete a Form 54 P.D. and forward it to the timekeeper at their original assignment to be received within one day following the date of the court appearance.
- C. If a member is on days off, or for any other valid reason is unable to submit the voucher on the date the court session is attended, the member will:
1. Contact the timekeeper by telephone within one day following the court date and provide court session information to be entered on a Form 54 P.D.
 2. Sign the Form 54 P.D. immediately upon returning to duty.
- D. A member on suspension who attends court will complete a Form 54 P.D. and will submit it to their immediate supervisor/commander within one day following the date of the court appearance.
1. Upon approval of the Form 54 P.D., the element timekeeper will:
 - a. Complete an Interdepartment Communication, Form 191 P.D., requesting entry of the suspended member's court time.
 - b. Staple the original Form 54 P.D. to the Form 191 P.D. and forward the Form 191 P.D. through the division level chain of command.
 - c. File and maintain a copy of the source documents.
 - * 2. A member on paid or unpaid suspension will be paid overtime/court time pay in accordance with the current overtime/court time policy and timekeeping procedures.

II. COURT TIME ENTRY

- A. Timekeepers will enter information from the Form 54 P.D. into the system, as outlined in the Automated Timekeeping System On-Line "Help."
1. **Timekeepers will enter the courtroom/division, judge's last name, and defendant's last name in the "Reason For Overtime" section displayed on the "Court and Overtime Entry" format (the section will accept only 25 characters) for each court session submitted by a member.**
 2. Timekeepers will ensure each court session is entered into the system in the order of occurrence.
 3. The actual time spent in court (the time the court session begins until it ends) will be entered into the system as indicated on the Form 54 P.D. Actual time in court, when entered into the system, will automatically be converted into hours and tenths of an hour submitted for compensation and will be displayed on the computer screen.
 4. The timekeeper will record the hours submitted for compensation (displayed on computer screen) in the space provided on Form 54 P.D. When a member submits a Form 54 P.D. indicating two court sessions occurring on the same day, the timekeeper will total and enter the hours submitted for compensation in the space provided.
 5. The timekeeper will initial and place the date the information was entered into the system in the spaces provided.
 6. All Forms 54 P.D. will be filed by the timekeeper for three work periods (84 days) following the conclusion of the work period for which the entry was made, after which they may be destroyed.
- B. Timekeepers **may enter or revise** court time within three days from the date the court time was earned. For example, if a member attends court on January 7, the timekeeper can enter or revise the court time on January 7, 8, 9, or 10. From January 11 on, no entry or revision to the court time earned on January 7 can be made.
1. If the timekeeper does not enter the court time within three days after the date the court time was earned, or the timekeeper made an error in the entry and failed to revise the court time entry within three days after the date the court time was earned, the timekeeper will:
 - a. Complete an Interdepartment Communication, Form 191 P.D., stating why the entry or revision was not made within the three days available.

- b. Staple a copy of the Court Time Voucher, Form 54 P.D., to the Form 191 P.D. and forward the Form 191 P.D. through the division level chain of command.
 - c. File and maintain the original source document.
- 2. The division commander will ensure that the Form 191 P.D. is forwarded to the Personnel Records Section. No timekeeping entries will be made by Personnel Records Section members without a Form 191 P.D. endorsed by the division level chain of command of the affected timekeeper.
- 3. Within a reasonable amount of time following submission of the Form 191 P.D., the timekeeper will check the member's court time record to ensure that a correct update was made by the Personnel Records Section.

NOTE: The completion of a Form 191 P.D., as soon as an error or omission of a court time entry is found, will ensure that a computer-generated verification report is received. However, the Form 191 P.D. **must be received in the Personnel Records Section by the Tuesday before the Court and Overtime Pay Request Verification Reports are available in Payroll. (See Annex E of this directive.)**

**OVERTIME VOUCHER - OTHER THAN COURT TIME, FORM 55 P.D.,
AND OVERTIME ENTRY**

I. OVERTIME VOUCHER - OTHER THAN COURT TIME, FORM 55 P.D.

- A. On each day in which overtime other than court time is worked, the member will complete an Overtime Voucher - Other Than Court Time, Form 55 P.D., in black ink, to receive paid overtime or compensatory time (subject to provisions outlined in current Personnel Policy entitled, "Overtime/Court Time Compensation").
- * 1. The date of occurrence (workday), occurrence number, member's name, serial number, assignment, rank, and regular hours of assignment will be completed by the member submitting the Form 55 P.D.
 - * 2. The day on which the overtime other than court time took place (e.g., scheduled workday, regular day off, V-Day, or special assignment), will be checked by the member submitting the Form 55 P.D. If the member is on special assignment, the hours of the special assignment will be entered in the appropriate spaces. (If the overtime is earned on a day the applicable member was working a partial day, the member will complete all the above, but will enter the actual hours worked. For example, a member works five hours and then uses three hours of vacation leave. While the member is on vacation leave, he/she is called back. When completing the Form 55 P.D., the member would check the "Scheduled Work Day" box and enter the actual five hours worked in the "Regular hours of assignment" blank. Therefore, that calendar day would be considered a scheduled workday.)
 - 3. The reason for the overtime will be explained in the area provided on the Form 55 P.D. Specific details that justify the overtime, including the Case Report Number (if applicable), nature of assignment, etc., will be included.
 - 4. The type of overtime, other than court time, will be checked by the member in the spaces provided (subject to provisions outlined in the Personnel Policy entitled, "Overtime/Court Time Compensation"). It will fall into one of three categories as indicated on the back of the Form 55 P.D., i.e., prior to duty, extension of duty, or call back.

5. The member will enter the **actual overtime worked** in the spaces provided (beginning and ending times of overtime).
6. Exempt and nonexempt members will check either the "Paid Overtime" box or the "Compensatory Time" box. This determination will be made in advance at the discretion of management.

Exempt-Managerial members will check the "Compensatory Time" box.

7. The member will sign and date the Form 55 P.D. and submit it to their immediate supervisor/commander.
8. The immediate supervisor/commander will ensure that each Form 55 P.D. is complete and accurate and, upon approval, will forward the voucher to the timekeeper.
9. The timekeeper will initial and place the date the information was entered into the system in the spaces provided.
10. All Forms 55 P.D. will be filed by the timekeeper for three work periods (84 days) following the conclusion of the work period for which the entry was made, after which they may be destroyed.

B. Called Back While on Suspension - A member on suspension who is called back for a statement concerning some other matter will complete a Form 55 P.D. and will submit it to their immediate supervisor/commander within one day following the date of the overtime/call back occurrence.

1. Upon approval of the Form 55 P.D., the element timekeeper will:
 - a. Complete an Interdepartment Communication, Form 191 P.D., requesting entry of the suspended member's overtime.
 - b. Staple the original Form 55 P.D. to the Form 191 P.D. and forward the Form 191 P.D. through the division level chain of command to the Personnel Records Section.
 - c. File and maintain a copy of the source documents.
- * 2. A member on paid or unpaid suspension will be paid overtime/court time pay in accordance with the current overtime/court time policy and timekeeping procedures.

C. Daylight Saving Time

* 1. **First** Day of Daylight Saving Time

Watch I will be regarded as a regular work shift with no special timekeeping procedures. Overtime will be given to only those members who work in excess of eight or 10 hours, depending upon their work schedule, on the first day of daylight saving time.

2. **End** of Daylight Saving Time

- * a. Members on duty at the time daylight saving time ends will be required to work at least one hour in addition to the regular eight or 10 hour tour of duty.

- b. The following procedures will be utilized to accommodate the time change:

A member will complete a Form 55 P.D., Overtime Voucher-Other Than Court Time. The form will be marked:

- (1) Occurrence: mark as Occurrence #1
- (2) Check box marked: Scheduled Work Day
- (3) Reason for Overtime: End of D.S.T.
- (4) Check box marked: Prior to Duty
- (5) Actual Overtime Worked:

From: one hour prior to the regular starting time
To: the regular starting time

The remainder of the form will be completed per regular procedure, and submitted to the member's supervisor/commander for entry by the element timekeeper. This entry must be made before any extension of duty at the end of the shift may be entered.

- * 3. A member who is required to work an extension of duty at the end of the shift (in excess of nine hours for an eight-hour plan and 11 hours for a 10-hour plan) will complete a second Form 55 P.D. marked as Occurrence #2. This form will be completed per regular procedure.
- * 4. A member assigned to Watch I who works less than a total of eight or 10 hours, or who is on any type of leave day, will not receive credit for the extra hour of the affected shift.

II. OVERTIME ENTRY

- A. Timekeepers will enter information from Forms 55 P.D. into the system, as outlined in the Automated Timekeeping System On-Line "Help."
 - 1. Timekeepers will ensure each overtime occurrence is entered into the system in the order of occurrence.
 - 2. Actual overtime worked, when entered into the system, will automatically be converted to hours submitted for compensation and will be displayed on the computer screen.
 - 3. Timekeepers will record the hours submitted for compensation in the space provided on the Form 55 P.D.
 - 4. When utilizing a special overtime code, do not enter "X" in the overtime field.
- B. Time Restraints on Entry of Overtime - Timekeepers **may enter or revise** overtime other than court time within three days (four days if earned on a Friday) from the date the overtime was earned. For example, if a member earns overtime on February 17, the timekeeper can enter or revise the overtime on February 17, 18, 19, or 20. From February 21 on, no entry or revision to the overtime earned on February 17 can be made.
 - 1. If the timekeeper did not enter the overtime within three days (four days if earned on a Friday) after the date the overtime was earned, or the timekeeper made an error in the entry and failed to revise the overtime entry within three days (four days if earned on a Friday) after the date the overtime was earned, the timekeeper will:
 - a. Complete an Interdepartment Communication, Form 191 P.D., stating why the entry or revision was not made within the three days available (four days if earned on a Friday).
 - b. Staple a copy of the Overtime Voucher - Other Than Court Time, Form 55 P.D., to the Form 191 P.D. and forward through the division level chain of command.
 - c. File and maintain the original source document.
 - 2. The division commander will ensure the Form 191 P.D. is forwarded to the Personnel Records Section. Personnel Records Section members will not make timekeeping entries without a Form 191 P.D. endorsed by the division level chain of command of the affected timekeeper.

3. Within a reasonable amount of time following submission of the Form 191 P.D., the timekeeper will check the member's overtime record to ensure that the Personnel Records Section made a correct update.

NOTE: The completion of a Form 191 P.D., as soon as an error or omission of an overtime entry is found, will ensure that a computer-generated verification report is received. However, the **Form 191 P.D. must be received in the Personnel Records Section by the Tuesday before the Court and Overtime Pay Request Verification Reports are available in Payroll. (See Annex E of this directive.)**

COURT AND OVERTIME PAY REQUEST VERIFICATION REPORT, FORM 56 P.D.

The Computer Services Unit will generate the Court and Overtime Pay Request Verification Report, Form 56 P.D. This computer-generated verification report will contain exactly the same information in the same format as the Court and Overtime Vouchers, Forms 54 P.D. and 55 P.D. These reports will be prepared by Computer Services Unit personnel on the **first Wednesday of each two-week pay period and will be available to be picked up in Payroll by 0900 hours**. Only in one instance, outlined in section D, 1, c, of this Annex, will timekeepers prepare a Court and Overtime Pay Request Verification Report, Form 56 P.D. The procedures outlined below will ensure there is no delay in receiving court or overtime pay.

- A. Court and overtime pay will be paid every 14 days. It is imperative that court and overtime are entered as soon as possible after the court or overtime was earned to ensure that pay is received on time.
- B. The Computer Services Unit will generate the verification reports on the first Wednesday of each two-week pay period.
- C. Division commanders will ensure their verification reports are picked up in Payroll and delivered to their elements' timekeepers.
- * D. Court and Overtime Pay Request Verification Report, Form 56 P.D. - Upon receipt of the verification reports, the timekeeper will:
 - 1. Verify the report(s) against the Court Time Vouchers and the Overtime Vouchers - Other Than Court Time, by checking each entry and the hours and tenths column.
 - a. If a mistake is found on any entry on a verification report, the timekeeper will:
 - (1) Make the appropriate correction in red ink on the verification report.
 - (2) Ensure the subject member's name, serial number, and corrected information is entered on an Interdepartment Communication, Form 191 P.D.
 - (3) Staple a copy of the appropriate voucher(s) to the verification report.

- b. If the timekeeper has a voucher for court or overtime earned during the subject pay period that is not reflected on the verification report, i.e., an error was detected, the timekeeper will:
 - (1) Make the appropriate correction in red ink on the verification report.
 - (2) Ensure the subject member's name, serial number, and corrected information is entered on a Form 191 P.D.
 - (3) Staple a copy of the appropriate voucher(s) to the verification report.
 - c. If the timekeeper has a court or overtime voucher for the subject pay period, but does not have a verification report for the subject member, i.e., a verification report was never completed, the timekeeper will:
 - (1) Ensure the subject member's name, serial number, and corrected information is entered on a Form 191 P.D.
 - * (2) Staple a copy of the appropriate voucher(s) to the Form 191 P.D.
- * **NOTE:** The Accounting and Payroll Section will complete a Form 56 P.D. once they have received the Form 191 P.D. and a copy of the voucher(s).
- * 2. **Complete Form 191 P.D. for each member whose court time or overtime requires correction or additional entry. The Form 191 P.D., which serves as the source document for the Payroll Section, will be attached to the corresponding verification report and forwarded through the chain of command for approval.**
 - 3. Sign the reports and forward for the following signatures:
 - a. Subject member, when available for duty.
 - b. Assistant division commander.
 - c. Division commander.

- E. After signing the verification reports (and Forms 56 P.D. and 191 P.D., if applicable), the division commander will ensure the verification reports and forms are received by the Payroll Section by the second Monday in each two-week pay period (nine days after the last day of a two-week pay period). Reference current Special Order entitled, "Work Year [Payroll] Calendar." If a holiday falls on the second Monday in a two-week pay period, the reports will be received in the Payroll Section by the second Tuesday in a two-week pay period.
- F. No court/overtime corrections or entries will be made by Payroll Section personnel without a Form 191 P.D. endorsed by the appropriate division commander.
- * G. The yellow copy of the Form 56 P.D. will be retained at the member's element of assignment for 84 days following the last day of the work period, after which time they may be destroyed.

SOURCE DOCUMENTATION

I. GENERAL POLICY

- A. Department forms or documents will be used to document variations, changes, updates, and/or exceptions to members' computerized time records.
- B. Any entry, change, or update to a member's computerized time record will be made by the designated or alternate timekeeper only upon receipt of an authorized source document.
- C. Each immediate supervisor/commander will be responsible for providing a source document to the timekeeper each day when there is any variation in the time record for a subordinate member.
- D. When entering an exception to a member's computerized time record, the source document will be initialed and dated upon completion of entry into the system by the timekeeper. Source documents will be filed at the element for three work periods (84 days) following the conclusion of the work period for which the entry was made, after which they may be destroyed.
- * E. All established policies and procedures relating to application, authorization, and documentation of absence or leave will remain in effect, unless otherwise indicated in subsequently approved written directives.
- * F. Requests for any source document forms must be made through the Supply Warehouse.

II. DAILY EXCEPTION ENTRY SHEET, FORM 469 P.D.

- A. The Form 469 P.D. will be used by supervisors/commanders to record exceptions to members' expected work records when no other department forms or documents are available, and to provide timekeepers with source documents authorizing entries into the system. Supervisors/commanders will:
 - 1. Enter the date the form is completed, the member's name, the date or beginning date of absence or leave, the ending date of absence or leave, if different, the total number of days granted, and a description of the type of absence or leave granted.

- * 2. Indicate the appropriate type of leave or absence as provided in Annex B.
 - 3. Make a separate entry for each type of leave granted to a member. For example: a supervisor approves a member's request to take two E-Days and one V-Day; the E-Days will be entered on one line and the V-Day will be entered on a separate line.
 - 4. Sign and forward the Form 469 P.D. to the timekeeper.
- B. Timekeepers will make exception entries to members' expected work records as indicated on the Form 469 P.D.
- 1. Timekeepers will sign and date the form indicating the date the exception entry was entered into the timekeeping system.
 - 2. The Form 469 P.D. will be filed by the timekeeper for three work periods (84 days) following the conclusion of the work period for which the entry was made, after which the form may be destroyed.

III. DAILY ASSIGNMENT/EXCEPTION ENTRY SHEET, FORM 469A P.D. and DAILY PERSONNEL ASSIGNMENT REPORT-COMMUNICATIONS UNIT, FORM 469B P.D.

Patrol Bureau personnel will use the Form 469A P.D. to record daily assignments and to provide a source document for computerized timekeeping exception entries.

Communications Unit personnel are authorized to complete a Form 469B P.D., "Daily Personnel Assignment Report - Communications Unit," as its source document.

- A. Exceptions to members' computerized work records shall be denoted by placing asterisks (*) in the columns marked "EXC," preceding the names on the form.
- * B. Forms 469A P.D. and 469B P.D. are the source documents for the following exception entries:

- Absent Day (A) - Also requires Form 6 P.D.
- Educational Initiative (Z)
- Extra Day (E)
- Family and Medical Leave (F)
- Funeral Leave (D)
- Holiday (H)
- Injury Day (I)
- Leave Without Pay (L)

Limited Duty Day (LD)
Overtime (O)
Paid Leave (EX) – Relieved of duty or used to accommodate transfers between consecutive watches or other administrative situations.
Personal Leave (Y)
Regular Day Off (R)
Sick Leave (S)
Special Assignment Day (SA)
Special Duty Day (SD)
Suspended Pending (with pay) (PX)
Suspension Day (X)
Training Day (T)
Vacation Leave (V) - If 3 days or less

C. Completion of the Form 469A P.D.

1. Individual elements will use only those sections of the form as dictated by their respective element structure.
2. Administrative personnel working the applicable watch will be listed in the "Administrative Personnel" section.
3. Station personnel will be listed in the "Desk Personnel" section, including custodial personnel when their time is maintained by the station of assignment.
4. Each sector/squad will be listed in one of the four sections in the center of the form by listing the sector/squad radio number, the sergeant's name, each member's name, and all respective radio numbers.
5. Tactical Response Teams can utilize the unused sector spaces to specify their particular hours or areas of assignment.
6. Foot beat personnel will be listed in the "Foot Beat" section.
7. Training, special assignment, special duty, etc., will be listed in the "Other Assignment" section.
8. Limited duty personnel will be listed in the "Other Assignment" section. Asterisks (*) will appear before their names in the column marked "EXC." The type of function performed by the member will appear after their name, i.e., Clerk, Crime Analyst, Foot Beat, etc.

9. The Off-Duty Personnel section will list members who are not on duty. When appropriate, the member will have an asterisk preceding their name in the column marked "EXC."
10. The back of the form is for pertinent comments and notations, e.g., details of special assignments, personnel leaving due to sickness, Family and Medical Leave situations, injury, unmanned assignments, etc.

IV. PART-TIME EMPLOYEE'S DAILY TIME RECORD, FORM 149 P.D.

Form 149 P.D. will be used by supervisors/commanders to record hours worked by part-time employees and to provide timekeepers with a source document authorizing entries into the system. **Supervisors/commanders shall refer to the Personnel Policy, entitled "Part-Time Employment Program," and review the employee's cumulative total of hours worked prior to scheduling part-time employees or recording hours worked to ensure the employee does not exceed work-time guidelines.**

A. Supervisors/Commanders will:

1. Enter the employee's name, serial number, unit of assignment, day of week, and date on the Form 149 P.D.
2. Enter the time(s) the employee began working on the line(s) next to "Time In" and the time(s) the employee ceased working on the line(s) next to "Time Out." Enter the total hours worked for the day.
3. Sign the form and have the employee sign the form, then forward to the designated timekeeper for entry.

B. The designated timekeeper will:

1. Enter advance "L" days for the calendar year.
2. Enter the total hours actually worked into the computer, e.g., if employee worked three hours, enter three hours worked and five hours at code "L" for a total of eight hours. Hours worked can be entered only in full-hour increments.
3. Prepare a Form 149 P.D. with the actual hours worked. The timekeeper will then initial and date the form.
4. Retain the original Form 149 P.D. as the source document for a period of 84 days, after which time they may be destroyed. Deliver a copy of each form to the Payroll Section no later than Monday of the pay week.

5. Maintain a cumulative total of hours worked by printing the member's timekeeping record each pay period in which the member has hours worked, adding the hours worked to the previous timekeeping record total, and submitting to the element supervisor/commander. The cumulative total will be maintained in the member's unit jacket for the entire calendar year.

V. WORK PERIOD VERIFICATION REPORT

- A. The Computer Services Unit will forward a work period verification report (prepared for each element and each member within the element) to each division commander during the week following the end of each work period. Each division commander will verify receipt of the work period verification report and distribute to unit timekeepers under their command.
- B. Each member's time record for the preceding work period will be reviewed and verified by the timekeeper and initialed in the space provided. (Each exception entry on the member's time record will be verified against the source document authorizing the entry.)
 1. If no errors are discovered in the work period verification report, the timekeeper will forward the report to the division commander for their review and signature.

Upon review and signature, the division commander will return the report to the timekeeper. The report will be filed for a minimum of three work periods (84 days) following the conclusion of the work period for which the entry was made, after which it may be destroyed.
 2. If errors are discovered in the work period verification report, the timekeeper **will denote changes on the report in red ink** and will prepare a Form 191 P.D., detailing any error that requires correction.
 - * a. The work period verification report will be filed for a minimum of three work periods (84 days) following the conclusion of the work period for which the entry was made, after which it may be destroyed.
 - b. The Form 191 P.D. will be forwarded through the timekeeper's chain of command to the division commander. Upon approval, the respective division commander will forward the Form 191 P.D. to the Personnel Records Section for entry of the correct timekeeping code or information.

- c. All Forms 191 P.D., which detail timekeeping errors or authorize changes, will be received in the Personnel Records Section no later than two weeks following the end of the work period.
- d. Within a reasonable amount of time following submission of the Form 191 P.D., the timekeeper will check the member's time record against changes indicated on the work period verification report, to ensure that a correct update was made by the Personnel Records Section.

VI. SICK LEAVE DESCRIPTIVE INFORMATION VERIFICATION REPORT

The Computer Services Unit will forward a sick leave descriptive information verification report along with the work period verification report (prepared for the appropriate element and appropriate member within the element). Sick days taken in the previous work period, which do not have corresponding descriptive information, will be identified on the report.

- A. Each division commander will verify receipt of the report and distribute to unit timekeepers.
- B. The timekeeper will prepare an Interdepartment Communication, Form 191 P.D., detailing the error(s), which require correction.
- C. The Form 191 P.D. will be forwarded through the division level chain of command to the Personnel Records Section for entry of the correct sick leave information.
- D. The report will be filed for a minimum of three work periods (84 days) following the date of the report, after which it may be destroyed.

VII. SICK LEAVE DESCRIPTIVE INFORMATION VERIFICATION ERROR LISTING REPORT

The Computer Services Unit will forward to the Employee Benefits Unit a sick leave descriptive information verification error listing report two weeks after the sick leave descriptive information verification report is generated. The report will identify all errors, which have not been corrected.

- A. The Employee Benefits unit will ensure that each appropriate element responds and corrections are made.
- B. The report will be filed for a minimum of three work periods (84 days) following the date of the report, after which it may be destroyed.

